

***Position Announcement***

***Webmaster and Communication Specialist***

***Washington State Senate Democratic Caucus***

***Salary Range: Based on previous job experience***

***Closing Date: June 2, 2010***

The Senate Democratic Caucus (SDC) consists of all Democratic members of the Washington State Senate. The SDC Communications Office is seeking candidates to fill a job opening for Webmaster and Communications Specialist. This is a permanent position that requires full-time hours (and beyond) during the legislative session, but that can accommodate a flexible schedule during the interim.

**JOB DESCRIPTION:**

The Webmaster and Communication Specialist is an experienced communications professional who coordinates media-, public- and stakeholder-relation activities for Democratic state senators, and maintains both the Senate Democratic Caucus website and social media activities.

Duties include, but are not limited to:

- Developing plans for helping senators communicate their policy message to the media, the public, and the stakeholder groups in their districts and beyond;
- Identifying unanticipated communications opportunities in print, TV, radio, and internet outlets;
- Writing speeches and talking points, as well as producing multi-media Web content, news releases, op-eds, letters to the editor, and newsletter and e-newsletter copy;
- Advising senators on effectively communicating a message and how to link communications goals with legislative goals;
- Establishing and maintaining relationships with representatives of regional media, stakeholder groups and local blogs;
- Identifying new tactics for targeted, direct communication efforts with constituents in each member's district
- Coordinating as needed with policy staff, senators' legislative assistants and nonpartisan committee staff;
- Tracking media coverage of senators' public policy proposals;
- Maintaining and expanding the Senate Democratic Caucus website; and
- Coordinating and maintaining the Senate Democrats' social media activity.

**QUALIFICATIONS:**

Successful candidates must be excellent writers who are able to handle multiple tasks, work well under pressure, meet tight deadlines and be proactive. Applicants should have a bachelor's degree in journalism, public relations, communications or a related field.

Work experience should include five years experience in public policy, public relations or journalism. Strong familiarity with online media and website maintenance and design is required.

Applicants should have a passion for the legislative process have excellent political and strategy judgment, be able to frame complex political issues into a coherent and simple message. Familiarity with the people, politics and press in the Legislature is a plus.

**INTERESTED CANDIDATES** should send a cover letter, resume and three writing samples to:

Ruthie Zimmer  
Senate Democratic Caucus  
358 Cherberg Building  
Olympia, WA 98504-0464  
360-786-7477  
([Zimmer.Ruthie@leg.wa.gov](mailto:Zimmer.Ruthie@leg.wa.gov))

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